



## VOLUNTEER PROGRAMMING FOR MAXIMUM IMPACT

### Evidence Item: #11

Develop or revise your volunteer coordinator job description and prepare a succession plan

#### VOLUNTEER COORDINATOR JOB DESCRIPTION

*DEVELOP a volunteer job description for internal use. Be as detailed as possible.*

Job Title:

Reports To:

Organization Overview:

Job Overview:

Responsibilities and Duties:

Qualifications:

Education and Experience:

Schedule:

Benefits:

Physical Requirements:

## VOLUNTEER COORDINATOR SUCCESSION PLAN

PREPARE an organizational framework for position succession.

Position Description

Position duties

External relations

Operations

Additional responsibilities

Daily responsibilities

Monthly duties

Quarterly tasks

Program year at a glance

Things to know and quick tips

Detailed activities index